

Dunebrook Prevention RFP

Administrative Expenses Definition

Child Abuse Local Prevention Services providers are allowed an administrative percentage for subcontracting and oversight of subcontractors. Administrative expenses should not exceed 7.5% of total budget. The definition of administrative expenses follows:

Administrative expenses are those that are incurred for the overall general executive and administrative offices of the organization and program, including indirect costs such as accounting services, general custodial services, fringe benefits, salaries, or other overhead-related services to the program.

For the purpose of a subgrantee there must be assurance of subcontractor's compliance with the state contract compliance standards. These include but are not limited to:

- Staff to oversee subgrantee responsibilities/performance
- Manage subgrantee contractual compliance
- Accuracy of claims
- Accounting principles and audit standards
- Outcome measurement reports
- Entry into data systems